



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HIGHWAY DISTRICT ADMINISTRATIVE MANAGER

Job Number: 20001764

Job Code: 94400V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 04/01/1986

Job Revised: 02/24/2006

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Responsible to the Chief Highway District Engineer for the management of all fiscal, personnel, and administrative support functions in a district; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of business or administrative experience.

Substitute EDUCATION for EXPERIENCE:

Graduate study in a field related to the experience areas listed above will substitute for the required experience on a year-for-year basis to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Business or administrative experience will substitute for the required education on a year-for-year basis to a maximum of four years.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises district payroll, accounting, personnel and custodial employees. Oversees cost distribution for the district's maintenance budget of approximately \$6,000,000 annually signing pay documents for these items. Custodian of district imprest cash fund averaging \$35,000+ per month. Certifies district semi monthly payroll to central office (averages \$8.5 million annually). Coordinates the preparation and audit of district budget. Responsible for the district's office and engineering equipment inventory. Oversees all personnel functions within the district including, but not limited to orientation of new employees, interpretation of personnel laws, rules, regulations and policies to district employees and managers, employee assistance and investigates discipline problems. In cases of flagrant violations may send employees home pending completion of an investigation. May participate in district loss control committee functions and collects all fines imposed by that body. Responsible for making all local purchases in accordance with statutes and regulations on purchasing procedures. Responsible for the security and maintenance of all district personnel records. Receives and answers complaints from the public.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.